

2019 Event order form

ExCeL Venue Services:

Sales: +44 (0)20 7069 4400
Sales email: itc@excel.london
IT helpdesk: +44 (0)20 7069 4342

An ADNEC Group Company

EXCeL
LONDON

Valid from 1st January - 31st December 2019

| Internet Connection (LAN) | Quantity | Cost |
|---|----------|------|
| Internet Access (up to 1 Mbps) for 1 device via the ExCeL London LAN We provide: 1 x 10/100/1000 Ethernet Connection (RJ45 male termination; 1 x Private IP Address behind the ExCeL firewall) You require: Device with working Ethernet/LAN network interface | | |
| Internet Specification: By default internet bandwidth between 1 Mbps and 10 Mbps is behind our firewall and IP addresses are provided automatically. <input type="checkbox"/> 1 Mbps @ £427 <input type="checkbox"/> 2 Mbps @ £692 <input type="checkbox"/> 4 Mbps @ £1,223 <input type="checkbox"/> 5 Mbps @ £1,490 <input type="checkbox"/> 6 Mbps @ £1,756 <input type="checkbox"/> 8 Mbps @ £2,287 <input type="checkbox"/> 10 Mbps @ £2,818 | | £ |
| Internet Specification with Public IP address Please note our Public IP Addresses are outside the firewall with no connection restrictions <input type="checkbox"/> 2 Mbps @ 772 <input type="checkbox"/> 4 Mbps @ £1,303 <input type="checkbox"/> 6 Mbps @ £1,836 <input type="checkbox"/> 8 Mbps @ £2,366 <input type="checkbox"/> 10 Mbps @ £2,898 All connections have automatic IP assignment. If you require a Static IP, please tick here <input type="checkbox"/> | | £ |
| Internet connections above 10 Mbps will be outside our firewall with no connection restrictions <input type="checkbox"/> 12 Mbps @ £3,351 <input type="checkbox"/> 15 Mbps @ £4,148 <input type="checkbox"/> 20 Mbps @ £5,477 <input type="checkbox"/> 25 Mbps @ £6,806 <input type="checkbox"/> 30 Mbps @ £8,134 <input type="checkbox"/> 40 Mbps @ £10,792 <input type="checkbox"/> 50 Mbps @ £13,451 All connections have automatic IP assignment. If you require a Static IP, please tick here <input type="checkbox"/> | | £ |

| Additional IP Address (IP) | Quantity | Cost |
|---|----------|------|
| Additional IP Address for use with the ExCeL London Internet Connection (LAN) NOTE: An additional IP address allows you to use more than one device on your cabled connection. When using a switch, you will require 1 IP address for each additional device that will be connected via a single cable. We provide: 1 x IP Address (specification based upon selection above) You require: 1 x Internet Connection; suitable switch & associated cables | | £79 |

| Network Switch | Quantity | Cost |
|--|----------|------|
| 10/100 Ethernet Hub for networking multiple PC devices We provide: 1 x 10/100 Switch (NOTE: 1 x port is required for Internet uplink) You require: Suitable UK Power supply. Please note that by default an internet connection provides 1 x IP Address for 1 device. For more devices, additional IP addresses will need to be purchased for use with this switch. <input type="checkbox"/> 8 Port Switch @ £79 <input type="checkbox"/> 16 Port Switch @ £114 <input type="checkbox"/> 24 Port Switch @ £150 | | £ |

| Ethernet Cables | Quantity | Cost |
|---|----------|------|
| <input type="checkbox"/> 5m Ethernet Cable @ £6 <input type="checkbox"/> 10m Ethernet Cable @ £11 <input type="checkbox"/> 20m Ethernet Cable @ £21 | | £ |

| Network Router | Quantity | Cost |
|---|----------|------|
| 10/100/1000 Ethernet Router for networking multiple PC devices We provide: 1 x 10/100/1000 Router (NOTE: This is NOT a wireless router) You require: Suitable UK Power supply. | | £231 |

| Exchange Line (ANALOGUE)* | Quantity | Cost |
|---|----------|------|
| A standard Analogue Exchange Line for connecting your, PDQ or Fax Machine We provide: 1 x UK BT Socket; 1 x RJ45/RJ11 Socket You require: PDQ or Fax Machine | | £191 |

| Digital Telephone Service (VoIP)* | Quantity | Cost |
|---|----------|------|
| Digital Telephone Service. NOT compatible with PC modems, PDQs or Fax Machines We provide: 1 x Digital Telephone Connection; 1 x Digital Telephone Handset <input type="checkbox"/> VoIP @ £191 <input type="checkbox"/> Conference Phone @ £231 * These services may incur call charges which will be invoiced post-event | | £ |

| Stand Cabling | Quantity | Cost |
|---|----------|------|
| ExCeL London can cable your stand You provide: A detailed stand plan on where you would like each connection to be run <input type="checkbox"/> Stand Cabling @ £80 per cable | | £ |

If you have a question about any of our services, require something that you can't see here or simply need some advice about IT at your event please contact us +44 (0)20 7069 4400

Service Position

We do not accept American Express or Diners Card

Please indicate the floor-duct you wish your service(s) to be installed to on a ducted floor plan, so that ExCeL London IT can ensure your service(s) are installed prior your arrival.

Failure to indicate a floor duct, 2 weeks prior to start of the event, will result in a £55 moving charge (per cable)

PLEASE NOTE: It is YOUR responsibility to ensure that your stand builder correctly routes your cable to the final location. ExCeL London IT will pull to the nearest floor duct within your stand and provide approximately 7m of additional cable for your stand builder to route.

☐ Stand Plan Enclosed ☐ Shell Scheme ☐ Platform / Raised Floor ☐ Provide ducted floor plan

Please contact us if you have not received confirmation of your order within 7 days.
A ducted floorplan can be sent with confirmation.

| | |
|--|------------------------|
| VAT number | <input type="text"/> |
| 20% Late Order Surcharge (if applicable) | £ <input type="text"/> |
| SUB TOTAL (excluding VAT) | £ <input type="text"/> |
| 20% VAT | £ <input type="text"/> |
| TOTAL (including VAT) | £ <input type="text"/> |

Summary of Terms

This order is accepted on the understanding that full IT & Communication Terms and Conditions apply (available upon request)

- Orders accepted after the cut-off date (21 days before first day of tenancy) attract a 20% surcharge per service.
- Orders received without a marked stand plan will incur a £50 per cable charge if needed to be moved.
- ExCeL London - ExCeL Venue Services will not be liable for any consequential or other direct or indirect loss suffered by the Customer howsoever caused.
- Refunds will only ONLY be given if written cancellation is received not less than 14 days prior to tenancy (Subject to an administration charge of 50%).
- Power and power distribution are not included, nor provided by ExCeL Venue Services.
- Connection to the ExCeL London network (LAN) will only be allowed if the customer is in accordance with the IT & Communications Connection Policy.

Event / Exhibitor Details

| | |
|--------------------------------|----------------------------|
| Event Name:..... | Event dates:..... |
| Stand Number / Room Name:..... | Exhibitor Stand Name:..... |

NOTE: It is your responsibility to advise us of changes to stand numbers or locations. Any associated remedial work will attract additional charges.

Invoice Details

These are the details as they will appear on your invoice (this cannot be changed at a later date)

| | | |
|------------------|-------------------|------------------------|
| Title: | First Name: | Last Name: |
| Email: | Company:..... | |
| Address: | | |
| Country: | | Postal/zip code: |
| Telephone: | | Telephone: |

Order Contact Details

We require contact details so we can contact you about your order

| | | |
|------------------|--|------------------|
| Title: | First Name: | Last Name: |
| Job Title: | Company:..... | |
| Telephone: | Fax: | |
| Email: | Important service information will be sent to this address | |

Payment Details

Orders will be invoiced, full payment must be received before the first build day of the event.

| | | |
|--|---|-----------------------------------|
| Card Number: <input type="text"/> | Start Date: <input type="text"/> | Expiry Date: <input type="text"/> |
| <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> Other | Issue: <input type="text"/> | |
| (Please tick as appropriate - We do not accept American Express or Diners Card) | | |
| Cardholders Name: | Cardholders Signature: <input type="text"/> | |
| (as shown on card) | | |
| Address: | | |
| Country: | | |
| Postal/zip code: | | |
| Payment Method: <input type="checkbox"/> Bank Transfer (Confirmation enclosed) | | |
| <input type="checkbox"/> Card payment | | |

ExCeL London - IT & Communications Bank Details

Barclays Bank PLC

London Corporate Banking,
PO Box 15161
50 Pall Mall
London, SW1A 1QA

VAT number: GB 268 7473 52
Sort Code: 20-65-82
Account Number: 20971189
International Customers may require the following:
IBAN: GB95BARC20658220971189
BIC/SWIFT Code: BARCGB22